

Health and Safety Policy	
Independent School Standards: paragraphs 11, 12, 16, 25 and 34	
Policy content: To ensure that the Health and Safety at Work Act 1974 and other relevant legislation were complied with this policy has been created. The policy focuses on management of the reasonably foreseeable risks within the school and the activities it provides.	
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Links:	Educational Visits policy Lone working policy Safeguarding policy First aid policy Fire management plan and risk assessment Legionella management arrangements COSHH risk assessment Lettings agreements Asbestos survey and management plan Risk assessments

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1. Aims

Our school aims to:

- Provide and maintain a safe and healthy environment
- Establish and maintain safe working procedures amongst staff, pupils and all visitors to the school site
- Have robust procedures in place in case of emergencies
- Ensure that the premises and equipment are maintained safely, and are regularly inspected

2. Legislation

This policy is based on advice from the Department for Education on health and safety in schools and the following legislation:

The Health and Safety at Work etc. Act 1974, which sets out the general duties employers have towards employees and duties relating to lettings

The Management of Health and Safety at Work Regulations 1992, which require employers to make an assessment of the risks to the health and safety of their employees

The Management of Health and Safety at Work Regulations 1999, which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training

The Control of Substances Hazardous to Health Regulations 2002, which require employers to control substances that are hazardous to health

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept

The Health and Safety (Display Screen Equipment) Regulations 1992, which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test

The Gas Safety (Installation and Use) Regulations 1998, which require work on gas fittings to be carried out by someone on the Gas Safe Register

The Regulatory Reform (Fire Safety) Order 2005, which requires employers to take general fire precautions to ensure the safety of their staff

The Work at Height Regulations 2005, which requires employers to protect their staff from falls from height

The school follows national guidance published by Public Health England when responding to infection control issues.

This policy complies with our funding agreement and articles of association.

3. Roles and responsibilities

3.1 The Trustees

The New School Trustees have ultimate responsibility for health and safety matters in the school, but delegates responsibility for the strategic management of such matters to the school's co-head teachers and controls to specific staff members.

The Trustees have a duty to take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety. This applies to activities on or off the school premises.

The Trustees, as the employer, also has a duty to:

- Assess the risks to staff and others affected by school activities in order to identify and introduce the health and safety measures necessary to manage those risks
- Inform employees about risks and the measures in place to manage them
- Ensure that adequate health and safety training is provided

3.2 Headteachers

The Headteachers are responsible for health and safety day-to-day. This involves:

- Implementing the health and safety policy
- Ensuring there is enough staff to safely supervise pupils
- Ensuring that the school building and premises are safe and regularly inspected
- Consulting with staff as their employees and providing adequate training for school staff
- Reporting to the Trustees on health and safety matters
- Ensuring appropriate evacuation procedures are in place and regular fire drills are held
- Ensuring that in their absence, health and safety responsibilities are delegated to another member of staff
- Ensuring all risk assessments are completed and reviewed
- Monitoring cleaning contracts, and ensuring cleaners are appropriately trained and have access to personal protective equipment, where necessary

In the headteacher's absence, the Health and Safety Coordinator assumes the above day-to-day health and safety responsibilities.

3.3 Staff

School staff have a duty to take care of pupils in the same way that a prudent parent (loco parentis role) would do so.

Staff will:

- Take reasonable care of their own health and safety and that of others who may be affected by what they do at work
- Cooperate with the school on health and safety matters
- Work in accordance with training and instructions
- Inform the Health and Safety Coordinator of any work situation representing a serious and immediate danger so that remedial action can be taken
- Model safe and hygienic practice for pupils
- Understand emergency evacuation procedures and feel confident in implementing them

3.4 Pupils and parents

Pupils and parents are responsible for following the school's health and safety advice, on-site and off-site, and for reporting any health and safety incidents to a member of staff. As part of the democratic processes that are a key aspect of the aims of The New School and allow for children to have a greater understanding and involvement in their school community, the school council will be consulted, where possible, on issues regarding their health and safety.

3.5 Contractors

Contractors will agree health and safety practices with the site staff (provided by the landlord) before starting work. Before work begins the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work and the necessary controls are in place.

4. Site security

The Site Manager is responsible for the security of the school site in and out of school hours. They are responsible for visual inspections of the site, and for the intruder and fire alarm systems.

The co-headteachers are key holders and will respond to an emergency along with the Site Manager.

5. Fire

The Fire Management arrangements are contained in a separate linked document.

Confirmation of key aspects of fire management policy are:

Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices. Fire risk assessment of the premises will be completed annually and then reviewed regularly to ensure that actions are taken to reduce risks identified.

Emergency evacuations are practised at least once a term.

The fire alarm is a loud continuous alarm

Fire alarm testing will take place once a week and be tested by the Site Supervisor.

New staff will be trained in fire safety and all staff and pupils will be made aware of any new fire risks.

In the event of a fire:

- The alarm will be raised immediately by whoever discovers the fire and emergency services contacted. Evacuation procedures will also begin immediately
- Fire extinguishers may be used by staff only, and only then if staff are trained in how to operate them, it is a small fire and are confident, they can use them without putting themselves or others at risk
- Staff and pupils will congregate at the assembly point. These are clearly signposted.
- Class teachers will take a register of pupils, which will then be checked against the attendance register of that day
- The Head Teachers will take a register of all staff

- Staff and pupils will remain outside the building until the emergency services say it is safe to re-enter
- The school will have special arrangements in place through personal evacuation plans for the evacuation of people with mobility needs and fire risk assessments will also pay particular attention to those with disabilities. This is highlighted in The New Schools Accessibility Plan.

A fire safety checklist can be found in appendix 1.

6. COSHH

Schools are required to control hazardous substances, which can take many forms, including:

Chemicals

Products containing chemicals

Fumes

Dusts

Vapours

Mists

Gases and asphyxiating gases

Germs that cause diseases, such as leptospirosis or legionnaires disease

Control of substances hazardous to health (COSHH) risk assessments are completed either by a competent person within or the school or if not available external support will be identified and circulated to all employees who work with hazardous substances. Staff will also be provided with protective equipment, where necessary.

Our staff use and store hazardous products in accordance with instructions on the product label. All hazardous products are kept in their original containers, with clear labelling and product information and stored in a secure location which children are unable to access.

Any hazardous products are disposed of in accordance with specific disposal procedures.

Emergency procedures, including procedures for dealing with spillages, are displayed near where hazardous products are stored and in areas where they are routinely used.

6.1 Gas safety

Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer

Gas pipework, appliances and flues are regularly maintained in line with relevant O&M manuals and regulations by the Site Manager.

All rooms with gas appliances are checked to ensure that they have adequate ventilation.

6.2 Legionella

To manage to risk of legionella within the school site, The New School follow the ACOPs

[Legionnaires' disease. The control of legionella bacteria in water systems \(hse.gov.uk\)](https://www.hse.gov.uk/legionnaires/)

A Legionella management plan is located within the school office which defines roles and responsibilities and records testing results along with actions taken.

6.3 Asbestos

Following an asbestos survey staff have been briefed on the hazards of asbestos, the location of any asbestos in the school and the action to take if they suspect they have disturbed it.

Through the asbestos management plan, arrangements are to be in place to ensure that contractors are made aware of any asbestos on the premises and that it is not disturbed by their work. The Site Manager is responsible for admitting all contractors to the site and therefore ensuring that the asbestos management plan has been seen and signed by anyone who may disturb the fabric of the building.

Contractors will be advised that if they discover material which they suspect could be asbestos, they will stop work immediately until the area is declared safe by a competent contractor.

A record is kept of the location of asbestos that has been found on the school site and regular conditions check of any known asbestos will be undertaken by the Site Manager to ensure no deterioration or damage which may expose asbestos occurs or goes unnoticed.

7. Equipment

All equipment and machinery is maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place

When new equipment is purchased, it is checked to ensure that it meets appropriate educational standards.

All equipment is stored in the appropriate storage containers and areas. All containers are labelled with the correct hazard sign and contents

7.1 Electrical equipment

All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely.

Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them.

Any potential hazards will be reported to the Site Supervisor immediately and equipment taken out of use and secured until repaired.

Where necessary a portable appliance test (PAT) will be carried out by a competent person annually.

All isolator switches are clearly marked to identify their machine.

Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions.

Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person.

7.2 PE equipment

Pupils are taught how to carry out and set up PE equipment safely and efficiently. Staff check that equipment is set up safely.

Any concerns about the condition of the gym floor or other apparatus will be reported to the Site Supervisor.

7.3 Display screen equipment

All staff who use computers or Display Screens daily and for more than one hour at a time is classed as a designated user and should carry out a self-assessment (DSE). This can be found at

<https://www.hse.gov.uk/pubns/ck1.pdf> Once completed it should be passed to their line manager to ensure any issues can be addressed.

Staff identified as DSE users are entitled to an eyesight test for DSE use upon request, and at regular intervals thereafter, by a qualified optician (and corrective glasses provided if required specifically for DSE use). Payment terms and arrangements must be confirmed with finance staff prior to arranging appointments.

7.4 Specialist equipment

Parents are responsible for the maintenance and safety of their children's wheelchairs. In school, staff promote the responsible use of wheelchairs.

Oxygen cylinders are able to be stored in a designated space, and staff are trained in the removal, storage and replacement of oxygen cylinders. The impact of additional oxygen on site from a fire perspective must be risk assessed prior to storage.

8. Lone working

Lone working may include:

- Late working
- Home or site visits
- Weekend working
- Site manager duties
- Site cleaning duties
- Working in a single occupancy office

Potentially dangerous activities, such as those where there is a risk of falling from height, will not be undertaken when working alone. If there are any doubts about the task to be performed, then the task will be postponed until other staff members are available.

If lone working is to be undertaken, a colleague, friend or family member will be informed about where the member of staff is and when they are likely to return.

The lone worker will ensure that they are medically fit to work alone and appropriate risk assessment is completed.

9. Working at height

We will ensure that work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work.

In addition:

- The Site Supervisor retains ladders for working at height
- Pupils are prohibited from using ladders
- Staff will wear appropriate footwear and clothing when using ladders and will have received appropriate instruction on how to do this safely
- Contractors are expected to provide their own ladders for working at height
- Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety
- Access to high levels, such as roofs, is only permitted by trained persons

10. Manual handling

It is up to individuals to determine whether they are fit and competent to lift or move equipment and furniture safely. If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they will ask for assistance.

The school will ensure that proper mechanical aids and lifting equipment are available in school, and that staff are trained in how to use them safely.

Staff and pupils are expected to use the following basic manual handling procedure when mechanical lifting is not possible:

- Plan the lift and assess the load. If it is awkward or heavy, use a mechanical aid, such as a trolley, or ask another person to help
- Take the more direct route that is clear from obstruction and is as flat as possible
- Ensure the area where you plan to offload the load is clear
- When lifting, bend your knees and keep your back straight, feet apart and angled out. Ensure the load is held close to the body and firmly. Lift smoothly and slowly and avoid twisting, stretching and reaching where practicable

11. Off-site visits

When taking pupils off the school premises, we will ensure that:

- The Educational visits policy is adhered to
- Risk assessments will be completed for all off site visits and reviewed by the Educational Visits Coordinator
- All off-site visits are appropriately staffed
- Staff will take necessary equipment to manage an emergency effectively
- Information about the specific medical needs of pupils along with the parents' contact details will also be taken

There will always be at least one first aider with a current paediatric first aid certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.

12. Lettings

This policy applies to lettings. Those who hire any aspect of the school site or any facilities will be made aware of the content of the school's health and safety policy and will have responsibility for complying with it. The person agreeing the letting will ensure that all the necessary Health and Safety information is communicated to the person in charge of the letting activity and should include:

- Key H&S risks
- Fire evacuation arrangements
- Contact numbers
- Security arrangements
- Safeguarding arrangements

- Access to first aid facilities

13. Violence at work

We believe that staff should not be in any danger at work and will not tolerate violent or threatening behaviour towards our staff.

All staff will report any incidents of aggression or violence (or near misses) directed to themselves to their line manager/headteacher immediately. This applies to violence from pupils, visitors or other staff. Any consistent violent behaviour will be managed through HR policies where staff are involved, through the New School community accountability policy if it involves children and .

14. Smoking

Smoking and vaping is not permitted anywhere on the school premises.

15. Infection prevention and control

We follow national guidance published by Public Health England when responding to infection control issues. We will encourage staff and pupils to follow this good hygiene practice, outlined below, where applicable.

15.1 Handwashing

- Wash hands with liquid soap and warm water, and dry with paper towels
- Always wash hands after using the toilet, before eating or handling food, and after handling animals
- Cover all cuts and abrasions with waterproof dressings

15.2 Coughing and sneezing

- Cover mouth and nose with a tissue
- Wash hands after using or disposing of tissues
- Spitting is discouraged

15.3 Personal protective equipment

- Wear disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons where there is a risk of splashing or contamination with blood/body fluids (for example, nappy or pad changing)
- Wear goggles if there is a risk of splashing to the face
- Use the correct personal protective equipment when handling cleaning chemicals

15.4 Cleaning of the environment

- Clean the environment, including toys and equipment, frequently and thoroughly. This is not sole responsibility of the cleaning staff as is shared with all staff

15.5 Cleaning of blood and body fluid spillages

- Clean up all spillages of blood, faeces, saliva, vomit, nasal and eye discharges immediately and wear personal protective equipment

- When spillages occur, clean using a product that combines both a detergent and a disinfectant and use as per manufacturer's instructions. Ensure it is effective against bacteria and viruses and suitable for use on the affected surface
- Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below
- Make spillage kits available for blood spills

15.6 Clinical waste

- Always segregate domestic and clinical waste, in accordance with local policy
- Used nappies/pads, gloves, aprons and soiled dressings are stored in correct clinical waste bags in foot-operated bins
- Remove clinical waste with a registered waste contractor
- Remove all clinical waste bags when they are two-thirds full and store in a dedicated, secure area while awaiting collection

15.8 Animals on site

- Wash hands before and after handling any animals
- Keep animals' living quarters clean and away from food areas
- Dispose of animal waste regularly, and keep litter boxes away from pupils
- Supervise pupils when playing with animals
- Seek veterinary advice on animal welfare and animal health issues, and the suitability of the animal as a pet

15.9 Pupils vulnerable to infection

Some medical conditions make pupils vulnerable to infections that would rarely be serious in most children. The school will normally have been made aware of such vulnerable children. These children are particularly vulnerable to chickenpox, measles or slapped cheek disease (parvovirus B19) and, if exposed to either of these, the parent/carer will be informed promptly and further medical advice sought. We will advise these children to have additional immunisations, for example for pneumococcal and influenza.

15.10 Exclusion periods for infectious diseases

The school will follow recommended exclusion periods outlined by Public Health England at <https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities>

In the event of an epidemic/pandemic, we will follow advice from Public Health England about the appropriate course of action.

15.11 Covid-19 and other infectious diseases

During the pandemic and any subsequent infectious disease concerns separate risk assessments are to be produced to minimise the spread and risks to children and staff. Government guidance will be used to support identification of control measures and assessments will be updated as guidance and risk levels change.

16. New and expectant mothers

Risk assessments will be carried out whenever any employee or pupil notifies the school in writing that they are pregnant.

Appropriate measures will be put in place to control risks identified. Some specific risks are summarised below:

- Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to antenatal carer and GP at any stage of exposure. Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles
- If a pregnant woman comes into contact with measles or German measles (rubella), she should inform her antenatal carer and GP immediately to ensure investigation
- Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), the pregnant woman should inform her antenatal care and GP as this must be investigated promptly

17. Occupational stress

We are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors through risk assessment.

Systems are to be in place within the school for responding to individual concerns and monitoring staff workloads. These will include clear lines of support, training for managing and responding to feelings or concerns of stress and external support being made available to alleviate and manage anxiety

18. Accident reporting

18.1 Accident record book

- Staff or visitor injuries will be written in the accident book.
- A CPOMS record will be completed as soon as possible after the accident occurs by the member of staff or first aider who deals with it.
- As much detail as possible will be supplied when reporting an accident and information will be communicated appropriately with parents depending on the severity of injury, age of child and pre-existing medical conditions or injuries. A form with a body map will be completed.
- Records held in the first aid and accident book will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of securely.

18.2 Reporting to the Health and Safety Executive

The Head Teacher will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The Head Teacher will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

Reportable injuries, diseases or dangerous occurrences include:

Death

Specified injuries. These are:

- Fractures, other than to fingers, thumbs and toes
- Amputations
- Any injury likely to lead to permanent loss of sight or reduction in sight
- Any crush injury to the head or torso causing damage to the brain or internal organs
- Serious burns (including scalding)
- Any scalping requiring hospital treatment
- Any loss of consciousness caused by head injury or asphyxia
- Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours

Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days

Where an accident leads to someone being taken to hospital

Where something happens that does not result in an injury, but could have done

Near-miss events that do not result in an injury but could have done. Examples of near-miss events relevant to schools include, but are not limited to:

- The collapse or failure of load-bearing parts of lifts and lifting equipment
- The accidental release of a biological agent likely to cause severe human illness
- The accidental release or escape of any substance that may cause a serious injury or damage to health
- An electrical short circuit or overload causing a fire or explosion

Information and the RIDDOR system is available here:

<http://www.hse.gov.uk/riddor/report.htm>

18.3 Notifying parents

The first aider will be responsible for recording any first aid treatment and ensuring that parents are informed of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable. If a head injury occurs parents will be notified as soon as is possible to enable the parent to make the decision on the child's care.

18.4 Reporting to Ofsted and child protection agencies

Where required, the headteachers will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

The headteacher will also notify Children's Services of any serious accident or injury to, or the death of, a pupil while in the school's care.

19. Training

Our staff are provided with health and safety training/information as part of their induction process and at reasonable intervals thereafter.

Staff who work in high risk environments, such as in science labs or with woodwork equipment, or work with pupils with special educational needs (SEN), are given additional health and safety training as needed.

20. Monitoring

This policy will be reviewed by the headteachers every year to ensure any changes in legislation are adhered to, any near misses or accidents are managed effectively and to ensure practice in The New School reflects the policy.

At every review, the policy will be approved by the Trustees.

21. Links with other policies

This health and safety policy links to the following policies:

- First aid
- Risk assessment
- Supporting pupils with medical conditions
- Accessibility plan
- Behaviour policy
- Fire Management Plans and evacuation procedure
- Animals in school

Appendix 1. Fire safety checklist

Issue to check	Yes/No
Has a fire risk assessment been completed on the school site and reviewed annually?	
Have recommendations of the fire risk assessment been considered and appropriate action taken?	
Are fire evacuation notices prominently displayed?	
Is fire-fighting equipment, including fire blankets, in place?	
Does fire-fighting equipment give details for the type of fire it should be used for?	
Are fire exits clearly labelled?	
Are fire doors fitted with self-closing mechanisms?	
Are flammable materials stored away from open flames?	
Do all staff and pupils understand what to do in the event of a fire?	
Can you easily hear the fire alarm from all areas?	

Appendix 2. Accident report

Name of injured person		Role/class	
Date and time of incident		Location of incident	
Incident details			
Action taken			
Follow-up action required			
Name of person attending the incident			
Signature		Date	

